

2016 VIRGINIA COASTAL ZONE MANAGEMENT PROGRAM GRANT

Project Title:

I. LEGAL APPLICANT

Name:
Organization:
Street Address:
City, State, Zip +4:

Project Manager: Title:
Phone:
E-mail:

Mail Contract To:
Mailing Address:

DUNS #:

II. PROJECT DETAILS

Geographic Area of Impact:
Congressional District(s):
Start Date: End Date:

Project continuing from previous year?

III. PROJECT SUMMARY *(4000 Character and Spaces Limit)*

IV. DELIVERABLES/PRODUCTS

Product #1

Title (80 character and spaces limit):

Percent total project budget:

Description (4000 character and spaces limit):

Product Format:

Timeframe: Start:

End:

Product #2

Title (80 character and spaces limit):

Percent total project budget:

Description (4000 character and spaces limit):

Product Format:

Timeframe: Start:

End:

Product #3

Title (80 character and spaces limit):

Percent total project budget:

Description (4000 character and spaces limit):

Product Format:

Timeframe: Start:

End:

Product #4

Title (80 character and spaces limit):

Percent total project budget:

Description (4000 character and spaces limit):

Product Format:

Timeframe: Start:

End:

V. PROJECT TIMELINE.

VI. EXTENDED PROJECT DESCRIPTION – *Optional* (2000 character limit)

VII. BUDGET

(All embedded Excel worksheets automatically calculate totals. Double click inside table to enter data. Be sure to check figures before submitting. Save entire file as a Word document, .doc, or .docx, not an .xls, or .xlsx.)

Budget Summary Worksheet

Category	Federal Request	Non-Federal Match	Total
Personnel			\$0
Fringe			\$0
Travel			\$0
Equipment			\$0
Supplies			\$0
Contractual			\$0
Construction			\$0
Other			\$0
Total Direct Costs	\$0	\$0	\$0
Indirect Costs			\$0
TOTAL	\$0	\$0	\$0

Personnel

Personnel Worksheet - Federal Costs

Title	Name	Annual Salary	Level of Effort (%)	Total Personnel Cost
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL				\$0

JUSTIFICATION: (List all employees whose work is tied to the application and their role and responsibilities. Use a % sign after the Level of Effort to ensure Total Personnel Cost calculates correctly.)

Personnel Worksheet - Non-Federal Costs

Title	Name	Annual Salary	Level of Effort (%)	Total Personnel Cost
				\$0
				\$0
				\$0
				\$0
				\$0
TOTAL				\$0

JUSTIFICATION: (List all employees whose work is tied to the application and their role and responsibilities. Use a % sign after the Level of Effort to ensure Total Personnel Cost calculates correctly.)

Fringe Benefits

Fringe Worksheet - Federal Costs

Component	Rate (%)	Salary (amount carried down from the Total Personnel Cost from the Personnel Worksheet)	Total Fringe Cost
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL			\$0

JUSTIFICATION: (List all components of fringe benefits rate (use a % sign after the Rate to ensure Total Fringe Cost calculates correctly. Please carry the Total Personnel Cost for each person charging salary to the grant down into the Salary column on the Fringe Worksheet. Then multiply this amount of salary by the rate (%) to equal the Total Fringe Cost.)

Fringe Worksheet - Non-Federal Costs

Component	Rate (%)	Salary (amount carried down from the Total Personnel Cost from the Personnel Worksheet)	Total Fringe Cost
			\$0
			\$0
			\$0
			\$0
			\$0
TOTAL			\$0

JUSTIFICATION: (List all components of fringe benefits rate (use a % sign after the Rate to ensure Total Fringe Cost calculates correctly. Please carry the Total Personnel Cost for each person charging salary to the grant down into the Salary column on the Fringe Worksheet. Then multiply this amount of salary by the rate (%) to equal the Total Fringe Cost.)

Travel

Travel Worksheet - Federal Costs

Purpose of Travel	Location	Item (hotel, meals, transport mode, etc.)	Rate	Cost
TOTAL				\$0

JUSTIFICATION: *(Explain need for all travel required by this application. Local travel policies prevail. Describe the purpose of travel and how costs were determined.)*

Travel Worksheet - Non-Federal Costs

Purpose of Travel	Location	Item (hotel, meals, transport mode, etc.)	Rate	Cost
TOTAL				\$0

JUSTIFICATION: *(Explain need for all travel required by this application. Local travel policies prevail. Describe the purpose of travel and how costs were determined.)*

Equipment

Equipment Worksheet - Federal Costs

Item(s)	Rate	Cost
TOTAL		\$0

JUSTIFICATION: *(The federal definition of "Equipment" is "an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit." Describe the need for the equipment and include an explanation of how costs were estimated.)*

Equipment Worksheet - Non-Federal Costs

Item(s)	Rate	Cost
TOTAL		\$0

JUSTIFICATION: *(The federal definition of "Equipment" is "an article of tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit." Describe the need for the equipment and include an explanation of how costs were estimated.)*

Supplies

Supplies Worksheet - Federal Costs

Item(s)	Rate	Cost
TOTAL		\$0

JUSTIFICATION: *(Supplies are materials costing less than \$5,000 per unit and often having one-time use. Describe the need for them and include an explanation of how costs were estimated.)*

Supplies Worksheet - Non-Federal Costs

Item(s)	Rate	Cost
TOTAL		\$0

JUSTIFICATION: *(Supplies are materials costing less than \$5,000 per unit and often having one-time use. Describe the need for them and include an explanation of how costs were estimated.)*

Contractual: The contractual category includes consultant services and subcontracts. A consultant is a non-employee who provides advice and expertise in a specific program area. A subcontract is a product or a service. Please put any overall Supplies, Other or Construction budget amounts in this table and detail out any Supplies, Other or Construction items in the "Contract Supplies," "Contract Other" or "Contract Construction" tables located below this Contractual table.

Contractual Worksheet

	Federal	Match	Total	Budget Narrative
Personnel			\$0	
Fringe			\$0	
Equipment			\$0	
Travel			\$0	
Supplies			\$0	
Contractual			\$0	
Construction			\$0	
Other			\$0	
TOTAL DIRECT	\$0	\$0	\$0	
INDIRECT			\$0	
TOTAL	\$0	\$0	\$0	

JUSTIFICATION: *(Describe work to be performed under contract and explain the need for each contract agreement and how they relate to the overall project.)*

If the title and name of the contractor are not known at the time the proposal is submitted, include a generic title under the Title column and under the Name column include the phrase "To be selected." If only a total cost is known for the amount to be paid in Personnel costs instead of Annual Salary and Level of Effort, put in the cost to be paid and the phrase "Total Cost to be paid" or "Rate to be paid" under the Annual Salary column and nothing under Level of Effort. Then carry that total amount over to the Total Personnel Cost column.

Contract Personnel Worksheet - Federal Costs

Title	Name	Annual Salary	Level of Effort (%)	Total Personnel Cost
				\$0
				\$0
				\$0
TOTAL				\$0

Contract Personnel Worksheet - Non-Federal Costs

Title	Name	Annual Salary	Level of Effort (%)	Total Personnel Cost
				\$0
				\$0
				\$0
TOTAL				\$0

Please detail out the Supplies to be purchased for the contractual portion of the grant. For a description of what can be included in the Supplies contractual tables, please refer to the language above the overall budget "Supplies" tables.

Contract Supplies - Federal Costs

Item(s)	Rate	Cost
TOTAL		\$0

Contract Supplies - Non-Federal Costs

Item(s)	Rate	Cost
TOTAL		\$0

Please detail out the Other materials to be purchased for the contractual portion of the grant. For a description of what can be included in the Other contractual tables, please refer to the language above the overall budget "Other" tables (see below).

Contract Other - Federal Costs

Item(s)	Rate	Total Cost
TOTAL		\$0

Contract Other - Non-federal Costs

Item(s)	Rate	Total Cost
TOTAL		\$0

Please detail out the Construction items to be purchased for the contractual portion of the grant. For a description of what can be included in the Construction contractual tables, please refer to the language above the overall budget "Construction" tables (see below).

Contract Construction - Federal Costs

Item(s)	Rate	Total Cost
TOTAL		\$0

Contract Construction - Non-federal Costs

Item(s)	Rate	Total Cost
TOTAL		\$0

Construction This category may be used to detail materials required for low-cost construction (e.g. piers, trails, boardwalks, observation decks, etc.), habitat restoration, or signage if the work is being conducted by the applicant rather than a contractor. Break down costs into cost per unit: e.g. cost/square foot, cost per bushel, cost per plant. Explain the use of each item requested in the justification section below.

Construction Worksheet - Federal Costs

Item(s)	Rate	Cost
TOTAL		\$0

JUSTIFICATION: Describe what construction or restoration will be performed by the grantee (not by a subcontractor).

Construction Worksheet - Non-Federal Costs

Item(s)	Rate	Cost
TOTAL		\$0

JUSTIFICATION: Describe what construction or restoration will be performed by the grantee (not by a subcontractor).

Other Other costs are Direct costs that do not fit any of the aforementioned categories, such as land acquisition or easements, rent for buildings used to conduct grant activities, utilities, leased equipment, training expenses, etc.

Other Worksheet - Federal Costs

Item(s)	Rate	Cost
TOTAL		\$0

JUSTIFICATION:

Other Worksheet - Non-Federal Costs

Item(s)	Rate	Cost
TOTAL		\$0

JUSTIFICATION:

Indirect Cost Rate

Some useful links and resources are:

- <https://cfo.gov/wp-content/uploads/2014/11/2014-11-26-Frequently-Asked-Questions.pdf>

One of the FAQs found in the above link most relevant to CZM grants is:

.331-6 Pass-through Entities and Indirect Cost Rate Negotiation

Question: This section states that pass-through entities are expected to honor a subrecipient's negotiated F&A rate agreement, or use a 10% MTDC de minimis rate, or negotiate an F&A rate with the subrecipient. Is it acceptable to require a subrecipient to accept a rate lower than 10% MTDC via negotiation, or in lieu of their negotiated F&A rate? If a subrecipient requests to establish a rate via negotiation, does the pass-through entity have to establish the rate via negotiation?

Answer: If the subrecipient already has a negotiated F&A rate with the Federal government, the negotiated rate must be used. It also is not permissible for pass-through entities to force or entice a proposed subrecipient without a negotiated rate to accept less than the de minimis rate. The cost principles are designed to provide that the Federal awards pay their fair share of the costs recognized under these principles. (See section 200.100(c).) Pass-through entities may, but are not required, to negotiate a rate with a proposed subrecipient who asks to do so.

- This is a link to the COFAR which has some other resources and some web training:
<https://cfo.gov/COFAR/>

Until guidance is provided, please use your best judgment in determining indirect cost rates to use in your application in compliance with the above OMB document.

For guidance on how to develop an indirect cost plan go to the Department of Labor's site at:
<http://www.dol.gov/oasam/boc/costdeterminationguide/sec2.pdf>.

JUSTIFICATION: State whether an indirect cost agreement or proposal/plan is attached. State the cognizant agency and describe how the rate is derived. If not attached, describe status of efforts to secure an indirect cost rate agreement or provide an indirect cost proposal or plan.

Attach a copy of the cognizant agency's fully executed, negotiated, indirect cost agreement **or** a copy of the grantee's indirect cost proposal or plan.

Data Sharing Plan

1. Types of environmental data and information to be created during the course of the project and geographic extent:

2. The type of collection method (e.g flight lines):

3. Tentative date by which data will be shared:

4. Standards to be used for data/metadata format and content:

5. Policies addressing data stewardship and preservation:

6. Procedures for providing access to data and prior experience in publishing such data: We will use our ____ State Clearinghouse or ____ the GIS Inventory to document the data. We will work with ____ our State GIS Coordination Office or ____ NOAA CSC to provide data access via the Digital Coast.

Signature of Project Manager: _____ Date: _____